

OFFICE SYSTEMS SPECIALIST

This certificate program is designed to provide current preparation in state-of-the-art office technology and office systems. Students who pursue this certificate will gain a comprehensive knowledge and understanding of the automated office environment and will be prepared for such jobs as assistant, administrative assistant, or executive secretary.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)3
CAOT 86**	Microcomputer Office Applications: Database (Access)3
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing2
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
CAOT 107**	Microcomputer Office Applications: Web Design for the Office3
CAOT 111**	Microcomputer Office Applications: Electronic Communications2
CAOT 140	Technology for the Virtual Office2
CAOT 145	ePortfolio1
Total.		44

**This course has an advisory course.

TRANSCRIBER

There are many opportunities in business for individuals who are proficient in the language arts and who are skilled in the operation of transcribing machines and computers.

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 3**	Computer Keyboarding III.3
CAOT 7*	Machine Transcription.3
CAOT 31	Business English3
CAOT 32**	Business Communications3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 92**	Computer Windows Application.2
Total.		31

*This course has a prerequisite.

**This course has an advisory course.

WORD INFORMATION PROCESSOR

Employment opportunities for word processing personnel will continue to grow in the next few years. Students who pursue this certificate program will gain a basic knowledge and understanding of ideas related to and applied in a modern office environment or word processing center.

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3
CAOT 7*	Machine Transcription.3
CAOT 31	Business English3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 35	Concepts in Information Systems3
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3
CAOT 41**	Office Methods	
OR		
CAOT 941	Cooperative Education.4
CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)3
CAOT 92**	Computer Windows Application.2
CAOT 97	Introduction to the Internet for CAOT.3
Total.		34

*This course has a prerequisite.

**This course has an advisory course.

ASSOCIATE DEGREE PROGRAMS

EXECUTIVE ASSISTANT

Associate in Arts Degree

This program is designed to prepare students to know the fundamentals of business and human relations skills and to excel in language arts and computer skills.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3
CAOT 31	Business English3
CAOT 35	Concepts in Information Systems3
CAOT 92**	Computer Windows Application.2

GENERAL EDUCATION REQUIREMENTS 4

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3
CAOT 33	Records Management and Filing.2
CAOT 34	Business Terminology2
CAOT 82**	Microcomputer Software Survey in the Office3
CAOT 110**	Microcomputer Office Applications: Presentation Design3

GENERAL EDUCATION REQUIREMENTS 4

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 39**	Word Processing Keyboarding and Operations (Microsoft Word)3

COMPUTER APPLICATIONS
OFFICE TECHNOLOGIES

CAOT 85** Microcomputer Office Applications:
Spreadsheet (Excel)

OR

CAOT 86** Microcomputer Office Applications: . . .
Database (Access)3

CAOT 97 Introduction to the Internet for CAOT. .3

CAOT 111** Microcomputer Office Applications:
Electronic Communications2

GENERAL EDUCATION REQUIREMENTS 5

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 7*	Machine Transcription.3	
CAOT 32**	Business Communications3	
CAOT 41**	Office Methods	

OR

CAOT 941 Cooperative Education.4

CAOT 91** Microcomputer Office Applications:
Advanced Word Processing2

GENERAL EDUCATION REQUIREMENTS 5

Total.65

*This course has a prerequisite.

**This course has an advisory.

LEGAL SECRETARY

Associate in Arts Degree

This program prepares the student for a secretarial position in the offices of attorneys, the legal departments of private industries, federal, state, county, or city government and the courts.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 2**	Computer Keyboarding II3	
CAOT 31	Business English3	
CAOT 34	Business Terminology2	

GENERAL EDUCATION REQUIREMENTS 6

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3	
CAOT 35	Concepts in Information Systems3	
CAOT 82**	Microcomputer Software Survey in the Office3	
LAW 1	Business Law 1.3	

GENERAL EDUCATION REQUIREMENTS 4

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 23**	Legal Secretarial Procedures I5	
CAOT 33	Records Management and Filing. . . .2	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3	

GENERAL EDUCATION REQUIREMENTS 4

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 24*	Legal Secretarial Procedures II5	
CAOT 32**	Business Communications3	
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing2	

CAOT 92** Computer Windows Application.2

GENERAL EDUCATION REQUIREMENTS 4

Total.60

*This course has a prerequisite.

**This course has an advisory.

OFFICE SYSTEMS SPECIALIST

Associate in Arts Degree

This program is designed to provide up-to-date preparation in state-of-the-art automated office technology and office systems. Students who pursue this degree will gain a comprehensive knowledge and understanding of the current office environment.

First Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 31	Business English3	
CAOT 33	Records Management and Filing. . . .2	
CAOT 35	Concepts in Information Systems3	
CAOT 140	Technology for the Virtual Office2	
CAOT 145	ePortfolio1	

GENERAL EDUCATION REQUIREMENTS 5

(See Graduation Requirements - Plan B)

Second Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 3**	Computer Keyboarding III.3	
CAOT 34	Business Terminology2	
CAOT 39**	Word Processing: Keyboarding and Operations (Microsoft Word)3	
CAOT 92**	Computer Windows Application.2	

GENERAL EDUCATION REQUIREMENTS 5

Third Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 32**	Business Communications3	
CAOT 85**	Microcomputer Office Applications: Spreadsheet (Excel)3	
CAOT 91**	Microcomputer Office Applications: Advanced Word Processing2	
CAOT 97	Introduction to the Internet for CAOT. .3	

GENERAL EDUCATION REQUIREMENTS 4

Fourth Semester

SUBJECT & NO.	COURSE	UNITS
CAOT 41**	Office Methods	

OR

CAOT 941 Cooperative Education.4

CAOT 86** Microcomputer Applications:
Database (Access)3

CAOT 107** Microcomputer Office Applications
Advanced Web Design for the Office . .3

CAOT 111** Microcomputer Office Applications:
Electronic Communications2

GENERAL EDUCATION REQUIREMENTS 4

Total.62

**This course has an advisory course.